



Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

J O B A N N O U N C E M E N T

POSITION TITLE: Administrative Secretary (Non-Bargaining) **PCN:** 103001

DEPARTMENT/Location: Workforce Development/Northland **P. R.:** N5

REPORTS TO: Deputy Director

RESPONSIBILITIES: Perform necessary support functions for the office of the Workforce Development Deputy Director. Obtain and verify data entered in computer systems. Create, design and maintain reports, charts and graphs. Prepare typed copy and perform other clerical tasks such as; screen and direct calls, maintain files, maintain inventory and order office supplies, act as receptionist, keep records, make appointments and travel arrangements for the Deputy Director. Relieve Deputy Director of routine administrative tasks, open, sort and distribute mail, assist in the development and implementation of proper office management procedures, respond to complaints and questions from governmental offices, citizens and other community organizations. Provide technical instructions to other clerical staff in the Workforce Development area. Assist in the reception area to interview customers and applicants.

MINIMUM QUALIFICATIONS: High School diploma or GED with one (1) year of office administration or clerical experience; or any equivalent combination of training and experience.

STARTING SALARY: \$13.56 per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Monday, March 16, 2015

DEADLINE TO APPLY: Friday, March 27, 2015

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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